



Loan Package Application Checklist

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| | <ul style="list-style-type: none"> • Business Plan, if available (required for start ups) | |
| | <ul style="list-style-type: none"> • Loan Application | |
| | <ul style="list-style-type: none"> • Current interim business financial statement (i.e., balance sheet and income statement less than 60 days old) | |
| | <ul style="list-style-type: none"> • Current accounts receivable and payable agings (corresponding to current business financial statement) | |
| | <ul style="list-style-type: none"> • Schedule of business term debt (corresponding to business financial statement) | |
| | <ul style="list-style-type: none"> • Two (2) years' fiscal year-end business financial statements | |
| | <ul style="list-style-type: none"> • Two (2) years' federal business income tax statements | |
| | <ul style="list-style-type: none"> • Twelve (12) months projected business income statement and cash flow | |
| | <ul style="list-style-type: none"> • Personal financial statement(s) less than 60 days old for each principal (20% owned or more) of the business | |
| | <ul style="list-style-type: none"> • Management profile/resume of each owner and key management personnel detailing education and experience in the business and/or industry | |
| | <ul style="list-style-type: none"> • Two (2) years of Personal tax returns (for start ups) | |
| | <ul style="list-style-type: none"> • Three (3) months of personal bank statements (existing businesses) | |
| | <ul style="list-style-type: none"> • Copy of fictitious business license | |
| | <ul style="list-style-type: none"> • Lease or rental agreement on existing location | |
| | OTHER: <ul style="list-style-type: none"> • Depending on residency status, copy of green card (front and back) | |
| | <ul style="list-style-type: none"> • Depending on legal identity of borrower: | |
| | <ul style="list-style-type: none"> • Partnership agreement | |
| | <ul style="list-style-type: none"> • Articles of Incorporation and by-laws | |
| | <ul style="list-style-type: none"> • Articles of Organization and Operating Agreement | |
| | <ul style="list-style-type: none"> • Trust Agreement | |
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We are available to answer any questions about the above documents or the loan process. Please submit all the documents requested on this checklist. If you have any questions, please call Helen Branham at any time at (415) 553-4433 ext. 13 or (415) 567-4167. Thank you.